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## OFFICE OF HOMELAND SECURITY

## GRANT MANAGEMENT MEMORANDUM

2008-041

Date: November 26, 2008

To: All Proposition 1B Grantees

From: Grants Management

RE: Proposition 1B Document Submission Process

Effective immediately, Proposition 1B documents will no longer be uploaded to the Federal Emergency Management Agency (FEMA) Preparedness Portal. All documents will be submitted by e-mail to <a href="mailto:Prop1B@ohs.ca.gov">Prop1B@ohs.ca.gov</a> using the format illustrated below. The Prop 1B Program Guidance describes what documents must be sent by e-mail and via US Postal Service.

To: Prop1B@ohs.ca.gov

Subject line: (Agency Name) (15% 25% or 60%) (FY) (Document Name)

Example:

Send	To <sub>z</sub>	Prop18@ohs.ca.gov
	<u>C</u> c	
	<u>B</u> cc	
	S <u>u</u> bject:	OHS Transit 60% FY07 Workbook
	A <u>t</u> tached:	FMFVV v1 08.xls (387 KB)
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If you have questions or need additional information, please contact your program representative.

Sincerely,

John Isaacson

Chief

Grants Management Division